

**State of Utah
Child Support Services
Office of Recovery Services
P O Box 45011
Salt Lake City, Utah 84145-0011**

27 Pay Periods in 2004 for Some Employers:

For some employers who pay on a bi-weekly schedule, there will be 27 pay periods in 2004 instead of the usual 26. For example, an employer whose first bi-weekly pay day occurs on Friday, January 2, 2004, will have extra pay days in 3 months of the year, on January 30, July 30, and December 31 of 2004. However, an employer whose first bi-weekly pay day occurs on Friday, January 9, 2004, will have extra pay days in only 2 months of the year as usual, on April 30 and October 29 of 2004.

Employers or payroll services should continue to withhold as directed in the Notice to Withhold Income for Child Support from all bi-weekly pay checks, based on a 52 week, 26 bi-weekly pay period. Please do not attempt to recalculate and pro-rate for the year based on 27 pay periods. This would further complicate the case record and potentially result in an underpayment.

45 CFR 302.51(4)(i) states in part as follows: “. . . with respect to amounts collected and distributed under title IV-D of the Act, **the date of collection for distribution purposes in all IV-D cases is the date of receipt** in the State disbursement unit established under section 454B of the Act.” (emphasis added) This means the date of receipt by ORS determines how a payment will be applied and credited in a case, **not** the date of the pay period or pay check from which the payment is withheld.

ORS will monitor the current monthly support obligations and any past due support owed in all cases. If past due support is owed, any extra payment will be applied on this obligation. If past due support is not owed and an extra payment from the December 31, 2004 pay check is **received** in January 2005, ORS will review the account record and if appropriate, issue a refund to the non-custodial parent the following month.

Thank you for your cooperation and assistance in this matter.

TO CALL THE TEAM(S) WORKING THE CASE(S), PLEASE REFER TO THE ORS/CSS
REGIONAL OFFICE TELEPHONE NUMBERS LISTED BELOW.

Salt Lake 801-536-8500, or
(Teams 17-39, 70-78) 800-662-8525

Layton 801-626-3475, or
(Teams 6,7,16) 800-336-2629

Ogden 801-626-3475, or
(Teams 2-5, 8-10) 800-336-2629

Provo 801-374-7233, or
(Teams 41-48) 800-255-8734

Richfield 435-896-5461, or
(Teams 51-54) 800-896-5461

St. George 435-674-3900, or
(Teams 5A-5F, 56,57) 800-678-1732